



APCA Inspection & Guarantee Program Bidding Process

Step 1 When bidding APCA Guarantee & Inspection projects, the fee as per the Request for Inspector form must be allowed in your tender for painting and wall covering. For projects more than 1 hour outside of Calgary or Edmonton city limits, please call the APCA office (403-244-4487) for a quote on extra travel costs.

Your membership dues must also be paid in full at the **time of tender** or a **higher fee will apply**. (If you do not renew your membership at that time, you will be required to obtain the maintenance bond instead of receiving the warranty. However, inspections will still be carried out by the qualified APCA inspector in order to fulfill the MPI specification requirements.)

Step 2 Once you have received the contract for the project and **two weeks prior** to starting on the project you must provide the following information to the APCA office:

- Payment of inspection fees in the form of cheque or credit card (**for fees up to \$300,000.00 FULL payment will be required**)
- Request for Assignment of an Inspector form
- Product Submittal Form
- Product data sheets
- Section 09900 and related specification sections (wall covering)
- Room finish schedule

If this information is not provided in full it will be up to the inspector to decide if there is enough information to provide the first inspection. If the project is underway when this information is provided, a **Warranty Supplemental form** must be submitted. Again, it will be up to the inspector to make the decision whether or not and inspection can be performed. If the inspector feels that the project has progressed too far and cannot be inspected, the painting contractor will be notified that **no further inspections** will take place and the **APCA Guarantee will not be issued**.

Step 3 **For bigger projects, the second and final fee payment will be required 45 days after start date.** (Be sure to include the inspection fees in your progress claim in order to cover the last half of the fees at this point.)

Step 4 Once the final inspection is completed and all deficiencies identified, the Guarantee Certificate will be issued.

NOTE: **If extra inspections are required over the allotment for any reason, the rate will be charged at \$100/hour.**

For further details please contact Connie at the APCA office (403) 244-4487. Forms are available online at www.apca.ca.