Sets

The prime consultant is responsible for the assembly of 2 (two) sets of contract documents accompanied by 2 (two) sets of sealed and signed drawings.

Assembly Order

1. **Cover Page**
   - Use cover page template provided by UVic (this is in addition to the CCDC2 2008 cover page).
   - Enter the appropriate project information as detailed in the template
   - Ensure one copy is labelled ‘Contract Set 1’ and the other ‘Contract Set 2’

2. **CCDC2 2008 - Stipulated Price Contract**
   - UVic will apply the CCDC2 Seal
   - Enter project specific information into the editable fields of the contract
   - Contract date should match the Date of Award (Letter of Intent)
   - Article A.3 Contract Documents should include all documents in the format requested by the contract: (Insert here, attaching additional pages if required, a list identifying all other Contract Documents e.g. supplementary conditions; information documents; specifications, giving a list of contents with section numbers and titles, number of pages and date; material finishing schedules; drawings, giving drawing number, title, date, revision date or mark; addenda, giving title, number, date)
   - Article A.4 Contract Price should match the price of the Letter of Intent (Award Letter)
   - Article A.5 Payment Section 5.1 should reflect a holdback amount of ten percent (10%)
   - Article A.5 Payment Section 5.3.1 should read “Royal Bank of Canada” as the chartered lending institution
   - Agreement between Owner and Contractor (under Owner) needs to be complete with two persons signing: 
     - R. Proulx, Executive Director, Facilities Management,
     - A second signing authority, either:
     - D. Perry, Director, Capital Development (contracts under $250,000)
     - G. Gorrill, Vice-President Finance & Operations (contracts over $250,000)

3. **Supplementary Conditions to the CCDC2 2008 Stipulated Price Contract**
   - This document will be evolving over time. For tender, communicate with UVic to ensure the most recent document is being used
   - When compiling the contract, the Supplementary Conditions must match the document that was included in the tender documents

4. **Addenda (if applicable)**
   - Each addenda is to be printed on a separate color of paper

5. **Stipulated Price Bid**
   - A complete signed copy of the accepted bid
   - Be sure to include any tender revisions if applicable

6. **Award Letter / Letter of Intent**
   - A complete signed copy of the Award Letter / Letter of Intent

7. **Specifications**
   - A complete copy of the Specifications with an Index at the beginning

8. **Drawings**
   - 2 (two) complete set of sealed and signed drawings that match the tender set and are labelled as Contract Set #1 & Contract Set #2.
   - Please confirm drawing titles match those listed in Article A.3 Contract Documents in the CCDC2 2008.

Binding Method

Contracts are to be bound using the Cerlox binding method. Where contracts are too large to fit in one Cerlox coil, it is acceptable to have the Specifications bound as a separate volume.

*Revised October 2013*