

Contract Documents Assembly Instructions

CCDC2 2020 Stipulated Price Contract

Sets

The prime consultant is responsible for the assembly of two (2) complete contract packages, each including Issued for Tender specs and drawings. The sets should be labelled 'Contract Set 1' and 'Contract Set 2', for execution **by UVic**.

Each complete set of contract documents comprised of CCDC2 contract, general conditions, supplementary general conditions, addenda, Stipulated Price Bid form, Letter of Intent, specifications and drawings, **is forwarded to UVic** for preparation of execution.

Note: Page 5 of "Agreement between Owner and Contractor" (under OWNER) needs to be complete with persons signing:

Contract Price over \$500,000

K. Simpson, Vice President, Finance and Operations

M. Donaldson, Executive Director, Facilities Management (WITNESS)

Contract Price under \$500,000

M. Donaldson, Executive Director, Facilities Management

C. Agnello, Director, Capital Development & Delivery (WITNESS)

Assembly Order

1. Cover Page

- Use cover page template provided by UVic (this is in addition to the CCDC2 2020 cover page), print in colour
- 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 2020 - 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 each separate document that makes up the contract and should be identified in the format requested by the contract including title, revision no. (if applicable), date, number of pages: *(e.g. supplementary conditions; addenda; Stipulated Price Bid form; Letter of Intent; 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; attaching additional pages if required).*
- Article A.4 Contract Price should match the price of the Letter of Intent (Award Letter)
- Article A.5 Payment Section 5.2.1 should read "Royal Bank of Canada" as the chartered lending institution
- Agreement between Owner and Contractor (under Owner) to be completed as stated in the **Note** above

3. Supplementary Conditions to the CCDC2 2020 Stipulated Price Contract

- This UVic document will be evolving over time
- When compiling the contract, the Supplementary Conditions must match the document that was included in the tender documents
- Before tender, communicate with UVic to ensure the most recent document is being used

4. Addenda (if applicable)

- Print each addendum 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; the date of this letter is the date of the contract

7. Specifications

- A complete copy of the Specifications with an Index at the beginning as issued for tender

8. Drawings

- A complete set of 11"x17" 'Issued for Tender' folded drawings. Please confirm drawing titles match those listed in Article A.3 Contract Documents in the CCDC2 2020.

Binding Method

Contracts are to be bound using the **Cerlox** binding method with clear plastic front cover and cardstock back cover, each package labelled Contract Set 1 and Contract Set 2. Where contracts are too large to fit in one Cerlox coil, it is acceptable to have the Specifications bound as a separate volume. If printing large format drawings, each set is stapled.