

1.0 ADDITIONAL INSTRUCTIONS TO BIDDERS

PROJET / PROJECT	ADRESSE / ADDRESS	# A2DESIGN
New facility layout	CNG - YOUTH CUSTODY	18-1077
COMPAGNIE / COMPANY	FACILITY	
CREE NATION GOVERNMENT	302 MAIN STREET, MISTISSINI (QUEBEC)	

1.0 GUARANTEES SOUGHT

1. WORKSTATIONS, CHAIRS, TABLES

- Availability of finishes: minimum 5 years
- Availability of products: minimum 10 years
- Manufacturing defects: minimum 10 years

2. STORAGE

- Availability of finishes: minimum 5 years
- Availability of products: minimum 10 years
- Manufacturing and labour: minimum 1 year

3. SECURITY TYPE FURNITURE

- Availability of replacement parts: minimum 10 years
- Availability of products: minimum 10 years
- Manufacturing and labour: minimum 5 years

4. EQUIPMENT

- Availability of replacement parts: minimum 10 years
- Availability of products: minimum 10 years
- Manufacturing and labour: minimum 5 years

At completion of the installation, the supplier must provide the client with all guarantee documents, certificates relating to products, and LEED technical data sheets in accordance with the requirements of the proposal documents.

2.0 CONDITIONS DURING PERFORMANCE OF THE WORK

1. THIRD-PARTY LIABILITY & INSURANCE

In accordance with the requirements of the specifications, the supplier undertakes to assume complete and entire liability for all the projected work, including liability of subcontractors that may be chosen by the client or changed at its request. Similarly, it must hold valid third-party liability insurance for an amount of \$5,000,000, proof of which must be attached to the proposal form.

2. PERFORMANCE OF THE WORK

Refer to the schedule in Appendix D. These dates may vary. Delivery and installation will be carried out during normal working hours (from 9 a.m. to 5 p.m.). The supplier must assign a representative to be present on site throughout the entire duration of delivery and installation.

3. SCHEDULE

The supplier must deliver and install all items included in its contract diligently and provide a sufficient number of workers to ensure that everything is delivered and installed in accordance with the schedule set out in Appendix D. The supplier must work together with the designer in order to meet the schedule with no additional financial compensation for evening, weekend or overtime work. **No late delivery or installation will be accepted by the client.**

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4. COORDINATION OF WORK

The supplier must coordinate with the Cree Board of Health and Social Services personnel, and the IT department. On request, the supplier must attend a coordination meeting prior to the start of installation and weekly meetings thereafter.

5. DOCUMENTS TO BE SUPPLIED

The chosen supplier must provide the client with the documents listed below prior to any production start with a view to the installation work, without being limited to:

1. A general installation plan;
2. Plans showing elevations and details of complete manufacture of the required furniture;
3. Isometric views of each piece of furniture;
4. Specification sheets supporting said performance of the furniture;
5. Dimensions;
6. List of materials used;
7. Details of handling and installation;
8. Information on electrical connections and cabling;
9. The identification number of each piece of equipment as specified in the technical data sheets and/or in plans and specifications.

These documents must be approved jointly by the client and the designer prior to commencement of production.

6. DELIVERY OF MERCHANDISE

It is possible to visit the premises on request, if you wish to do so further to the initial visit. Delivery of the furniture must be carried out in compliance with the rules set out by the owner in the document "Particular Conditions Relating to the Building," Appendix C.

7. DAMAGE TO EXISTING STRUCTURES

The supplier is fully liable for any damage caused to existing structures (walls, paint, floor, etc.) during delivery or installation of the merchandise. The client reserves the right to withhold the necessary amounts to repair elements damaged by the supplier.

8. DAMAGED MATERIAL

The supplier must ensure that products are free of damage prior to installation and replace at its own expense any damaged or defective elements. The designer or the client reserves the right to reject any damaged or defective product, even after it has been installed. The supplier remains at all times responsible for merchandise delivered or in transit up until their final destination in the client's premises. In no case will the client be liable for products damaged or lost in transit.

9. CLEANING

The supplier must perform cleaning and removal of waste material and discarded packaging on a daily basis in accordance with the requirements of the owner, contractor, client and designer. Waste material and trash must be removed from the site in accordance with the owner's instructions set out in Appendix C. The supplier must prevent any buildup of waste that could cause accidents.

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10. INSPECTION AND DEFECTS

After delivery and installation of the product, the installation supervisor will inspect the installations with the designer and the client as often as necessary in order to guarantee compliance. The supplier will also attend this inspection in order to discuss, verify and take note of any problems.

The supplier will be required to immediately take any action necessary to correct any defects on the defect report. Repair or replacement must be carried out as soon as possible. All deficiencies must be addressed within 30 days following the completion of all installations. An amount equal to 10% of the total order will be withheld until all defects have been addressed to the client's satisfaction.

11. ACCEPTANCE OF INSTALLATION

The supplier must perform a complete cleaning before final acceptance of the installation. Final acceptance of the installation cannot be obtained until all furniture have been completed and deemed compliant by the designer and all deficiencies have been corrected to the satisfaction of the designer and the client.

ÉMIS PAR / ISSUED BY
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