

Redactada por: Carolina Capouyá

MARSH MINUTA 07

FECHA 09/10/12

LUGAR Oficinas de Contract

CLIENTE Marsh

OBRA Nuevas oficinas, Edif. IBM, piso 7

Empresa

Email

Integrantes

Marsh

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florencia.mujica@marsh.com

 Sergio Aboy
 Florencia Mujica

Contract

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jvanni@contract.com.uy

 Carolina Capouyá
 Jorge Vanni

TEMA	DEFINIDO
Layout	Approved by Sergio Aboy and Florencia Mujica with final minor corrections. The corrected plan will be sent for its formal approval through signature.
Budget	Double glass in elevators hall: white + frosted glass instead of 3 FORM crystal Systimax make for data cabling Water heater must serve bidet and kitchen Cold water Pressmatic tap in bathrooms Air conditioning: use existing interior units and ducts but install new exterior unit to make the system independent from the building. If the existing splits at Marsh's current office can be used in the Lan room, they will be discounted. Furniture: All chairs and desks quoted were seen and tried by Sergio Aboy and Florencia Mujica, and were approved. -"Equinox" desks, white in open office, wengue wood-like in private offices and in meeting rooms -"Boss" model task chairs Glass doors: they will all have pivot hinge with knobs without lock, except for the 2 doors in reception which have access control.
Professional Fees for Architecture	50% payment of the fee (USD 7245) invoice was sent and will be paid by Marsh Uruguay.
Access to building	Marsh must guarantee 24/7 access to the building in order to accomplish the 60-day work period.

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TEMA	TAREA	ASIGNADO	FECHA LÍMITE
Layout	Change location of vending machines to increase the size of the kitchen countertop. Change furniture in Dario Ravera's office. The door from reception to the open office must be swinging in order to function correctly with the access control.	CONTRACT	11/10/12
Clause	The 60-day work period is Contract's commitment. If we manage to finish earlier, for each day of advanced delivery, Marsh will award Contract a %, which will be agreed and equivalent to the fine we would charge Marsh in case there were delays in the payments.	CONTRACT / MARSH	11/10/12
Budget	Send final versión agreed in the meeting. Items not quoted yet and/or changes that arised in the meeting will be further discounted or added to the budget.	CONTRACT	11/10/12
Stabilizer	Marsh must approve the difference of installing the "transformador elevador" necessary to guarantee the electric works	MARSH	
BPS responsible	Marsh must assign a person all time available to sign all BPS forms	MARSH	
Requirements previous to start the works	1. Signature of budget and layout. 2. Deposit of 50% downpayment of Professional Fees (USD 7245) and 50% downpayment of Turn Key quote. 3. TRC insurance (Total Construction risk) 4. Formal approval of Project by the building. 5. Registration of Works in BPS	MARSH / CONTRACT	

Esta minuta refleja el entendimiento y conclusiones alcanzadas por los asistentes llevadas a cabo durante la junta arriba citada. Se solicita que en el caso de tener cualquier comentario que difiera de lo expresado lo comuniquen por escrito dentro de las 48 hs de recibida la presente, caso contrario se dará por conformada. Se envían copias a todos los presentes en la reunión.